



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 N. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1710.8
N92MP

15 DEC 2005

COMNAVREGSW INSTRUCTION 1710.8

From: Commander, Navy Region Southwest

Subj: UNIT ALLOCATION FUNDS (UAF) POLICY AND ADMINISTRATION

Ref: (a) BUPERSINST 1710.11C

Encl: (1) Letter of Designation
(2) Report of On Board Count
(3) Request for Unit Allocation/Fundraiser Funds

1. Purpose. To provide information on policies and administration of the Morale, Welfare and Recreation Unit Allocation Fund (UAF) program throughout Navy Region Southwest (NRSW).

2. Eligibility. Eligible units must be officially located or tenanted within the jurisdiction of a host installation. A Navy, Army or Marine activity cannot be associated with, or supported by, more than one MWR fund. Active duty military personnel assigned, or attached, to an eligible unit for 30 days or more during a quarter are eligible for credit and support at a rate of \$2.50 per person (\$10.00 per fiscal year). Deployed Members deployed away from their unit are not eligible for funding while deployed. Ships homeported at, or attached to, an installation are not entitled to participate in the local MWR fund ashore.

3. Use of Funds. The intent of UAF is primarily to allow Commanding Officers/Officers-in-Charge a non-appropriated fund (NAF) source to enhance unit identity and should not be used solely for parties and picnics. Emphasis should be placed on programs that benefit the greatest number of eligible personnel, and not used to support activities or programs that benefit only a few individuals. Funds used for catered food and beverage activities will utilize on-base facilities to the maximum extent practicable. Guidelines for the use of UAF are covered in reference (a).

4. Crediting Funds. UAF will be credited to units on a quarterly basis and accrue during each fiscal year (through 30

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September). Funds for second quarter only may be drawn in advance to help augment command holiday parties. Funds do not need to be used during the quarter earned; however, they must be used by the end of the fiscal year in which they are credited. Funds not used by the end of the fiscal year cannot be carried forward to the next fiscal year and will be forfeited (with the exception of funds credited from unit fundraisers).

5. Augmentation of Unit Funds. Units may augment their quarterly allocations by conducting fundraising events, e.g., occasional hot dog/hamburger sales. Proceeds from these sales must be deposited to the MWR Central Bank account. Commands **will not** maintain separate bank accounts or recreation funds. The NAF Accounting Office will maintain subsidiary ledgers crediting the funds generated for the exclusive use of the command generating the funds. Only monies generated by the unit, deposited with the NAF Accounting Office and designated as "Fundraisers" may be carried over into the next fiscal year.

6. Action. Listed below are required actions for units to take in order to ensure timely and accurate receipt of funds:

a. Each unit must prepare a Letter of Designation (enclosure (1)), on command letterhead signed by the Commanding Officer, Executive Officer or Officer in Charge, appointing an individual as the Fund Custodian and provide copies to Navy Region Southwest (N90M6R) and the installation MWR/QOL Admin Office. Unit Allocation checks shall be issued only to the designated Fund Custodian. The Fund Custodian shall be responsible for submitting Quarterly On board Counts (enclosure (2)), requesting funds and submission of receipts. All receipts must be returned before additional funds will be disbursed.

b. Using enclosure (2), the Fund Custodian will submit Quarterly Average On board Counts no later than the 15th day of the first month of every quarter. A current Alpha Roster must accompany each submission. Failure to do so may result in forfeiture of quarterly allocations.

c. Requests for disbursement of funds from an authorized unit shall be requested using enclosure (3) at least ten working days prior to the date funds are required. The only exception is for any fourth quarter requests. Fourth quarter fund requests must be submitted no later than 31 August to ensure processing and expenditures are recorded in the NAF Financial system by 30 September. Check requests for command holiday parties should be submitted no later than 1 December.

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d. Within five calendar days of completion of a unit's event, original receipts must be hand carried to the point of contact (see paragraph 7) for account reconciliation with any unused funds being returned at that time. Receipts for expenditures during the latter part of September must be turned in no later than 5 October to ensure proper accounting and enable fiscal year closeouts to occur on time.

e. In the event a unit is relocated or deployed, unexpended UAF balances will not be transferred to another recreation fund.

7. Points of Contact. Points of contact for each installation within Navy Region Southwest are:

San Diego Metro: Ms. Ann Orgeron, Naval Base San Diego, Bldg. 3303, (619) 556-7032, Fax (619) 556-8453.

Naval Air Facility, El Centro: Mr. Art Lizarraga, Bldg. 318, (760) 339-2324, Fax (760) 339-2326

Naval Weapons Station, Seal Beach: Ms. Mercedita Caluag, Bldg. 10, (562) 626-7278, Fax (562) 626-7671.

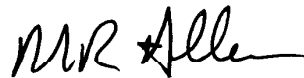
Naval Base Ventura County: Ms. Lorna Padua, Bldg. 1180, (805) 982-3001, Fax (805) 982-6987

Naval Support Activity, Monterey: Mr. Terry Page, Bldg. 220 (831) 656-7954, Fax (831) 656-7956.

Naval Air Weapons Station, China Lake: Ms. Jeannie Patterson, Bldg. 00021, (760) 939-3620, Fax (760) 939-3387.

Naval Air Station, Lemoore: Ms. Pat Petriskie, Bldg. 950, (559) 998-4893, Fax (559) 998-4892.

Naval Air Station, Fallon: Ms. Tean Sanders, Bldg. 308, (775) 426-2551, Fax (775) 426-2839



M. R. ALLEN
Chief of Staff

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COMNAVREGSWINST 1710.8

1 5 DEC 2005

1710

ORIG CODE

Date

From: Commanding Officer,

To:

Subj: DESIGNATION AS MORALE, WELFARE AND RECREATION (MWR) FUND
CUSTODIAN

Ref: (a) COMNAVREGSWINST 1710.8

1. Per reference (a), you are designated as the command MWR Fund Custodian and shall execute all duties and responsibilities, both specific and implied, commensurate with this assignment.
2. You are designated to receive and sign for any allocated funding that pertains to MWR. Further, you shall thoroughly familiarize yourself with the contents of reference (a) and all other current and applicable service regulations which provide guidance for the correct and thorough execution of your duties.
3. This designation will remain in effect until otherwise reassigned.

SIGNATURE OF CO, XO OR OIC

Copy to:

CNRSW (N92MP)

Installation MWR/QOL Admin

Enclosure (1)

15 DEC 2005

From: Commanding Officer,			
To: MWR/QOL Site Manager			
Average on board count for the quarter beginning _____			
Status	Officers	Enlisted	Total
Permanently Assigned			
TAD 30 days or more			
Other			
ATTACH CURRENT COPY OF ALPHA ROSTER			
Total			
Signature Ext.			Customer Number

Enclosure (2)

COMNAVREGSWINST 1710.8
15 DEC 2005

Date: _____

FROM: COMMANDING OFFICER, _____

UIC # _____ CUSTOMER# _____

TO: MWR SITE MANAGER

SUBJ: REQUEST FOR UNIT ALLOCATION/FUNDRAISER FUNDS FOR ____QUARTER FY ____

1. Function date: _____

2. Dollar amount requested: \$ _____

Event description: _____

FAILURE TO COMPLETE THIS SECTION COULD RESULT IN YOUR COMMAND'S REQUEST BEING
DELAYED.

4. Items to be purchased:

5. Officer in charge of the function: _____

6. Check made payable to Funds Custodian:

(Name) _____

Phone/Ext _____

Requested
by _____

CO/XO
Signature _____

SITE MANAGER APPROVAL

Enclosure (3)